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RECORDS MANAGEMENT STAFF

A. Current Projects and Continuing Programs

25X1

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1. Audit Records Control Schedules annually. /
2. Complete conversion of 174 administrative files to the Agency Subject-Numeric System (191 completed).
3. Complete seven shelf file installations; follow-up three potential installations; explore use of shelf files for Contact Field Offices. 3
4. Continue to review requisitions for filing supplies and equipment, and requests for secure or vault areas. 25X1
5. Conduct a headquarters files cleanup campaign. [redacted]
6. Continue to provide centralized forms analysis and design services for headquarters. 5 }
7. Promote records management through "Support Bulletin" articles the Support Services Exhibit, and appropriate publicity releases
8. Appraise the need for training line personnel in records management principles and practices and develop appropriate programs. Initial emphasis will be on subject-numeric filing.
9. Provide for internal and external training of ARO's and RMS personnel as follows:
 - a. External - AMA, American University, USDA Graduate School, Records Management Institute
 - b. Internal - ARO reorientation program, and workshops in the records creation field.

B. Long Range Projects and Programs

1. Develop Records Control Schedules for overseas stations. 6
2. Develop a standard filing system for Intelligence Analysts. 7
3. In collaboration with O&M Staff, determine staffing requirements for Operating Office records management programs.

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4. Develop plans for a Records Management Career Service Program.
5. Schedule and conduct surveys in the principal support functional areas (training, security, personnel, etc.) concentrating attention ^{on} the elements of records creation--forms, reports and correspondence.
6. Standardize and simplify headquarters mail handling and document control procedures.

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